

Job Description
Missouri State Highway Patrol

Class Title: Building & Grounds Maintenance I-Troop Headquarters

Title Code: V00421

Effective Date: 03/08/95

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Building & Grounds Maintenance Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is an entry-level position where the employee is responsible for the general care of Patrol buildings and grounds. An employee in this position performs a variety of housekeeping tasks, mowing lawns, snow removal, etc. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Performs a variety of housekeeping tasks such as mopping, scrubbing, dusting, and polishing.

Maintains an inventory and requisitions supplies and materials as needed.

Exercises care in the proper implementation of established cleaning procedures in areas assigned and ensures that cleaning materials are used in accordance with manufacturer's recommendations.

Cleans restrooms and fixtures; cleans dust and dirt from ceilings, walls, pipes, floors and windows; strips, cleans, waxes, and polishes floors.

Operates in a safe manner, various powered equipment, e.g., buffers, lawn tractor, etc., in the performance of assigned tasks; repairs and maintains tools and equipment used.

Participates in the maintenance of institutional grounds; plants and waters trees, grass, flowers, shrubs; mows and trims lawn and hedges; weeds flower beds; sprays lawns, shrubs, and trees with fertilizer or insecticide.

Removes dirt, rubbish, snow, etc., from walkways and parking areas as required.

Operates safely a three-quarter ton truck with blade to remove snow from parking areas.

Performs limited painting and patch plastering; makes minor repairs and adjustments to plumbing, water lines, electrical wiring and equipment, etc., in the maintenance of building surfaces.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work outdoors for long periods of time in inclement weather.

Ability to follow written and oral instructions.

Ability to perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment.

Ability to operate powered equipment, e.g. buffer, lawn tractor, etc., in the performance of assigned tasks.

Ability to operate a three-quarter ton truck in the performance of assigned tasks.

Ability to establish and maintain effective working relations with others.

Ability to work independently with general supervision.

Ability to follow written and/or oral instructions.

Ability to interpret and comprehend product directions according to manufacturer's recommendations.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from the eighth grade.

NECESSARY SPECIAL REQUIREMENTS

Possess a valid Missouri driver's license.

Must be at least eighteen years old at the time of appointment.